

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.039
	STATE OF HAWAII	17.040
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Minimum Qualification Specifications
for the Classes:

ASSISTANT ADMINISTRATOR, INFORMATION AND COMMUNICATION SERVICES
(ASST ADMR, INFO AND COMN SVCS)

INFORMATION AND COMMUNICATION SERVICES ADMINISTRATOR
(INFORMATION AND COMN SVCS ADMR)

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience of the type and quality described under the Experience Requirements below or any other progressively responsible administrative, professional, or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for a bachelor's degree on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience Requirements:

Except for the substitutions provided below, applicants must have had the types of experience described in the statements immediately following, and in the quantity shown in the table below:

	Spec Exper (yrs)	Supvry Exper (yrs)	Mgrl Exper (yrs)	Admin Exper (yrs)	Total Exper (yrs)
Asst Admr, Info & Com Svcs	3-1/2	2	1	*	6-1/2
Info & Com Svcs Admr	3-1/2	2	1	1	7-1/2

Specialized Experience: Responsible professional work experience with computer and/or telecommunications technology

which involved the analysis and design of systems for electronic processing of data; or stored computer programming experience which included participation in systems analysis; or experience in telecommunications which included planning, designing, implementing, and/or maintaining telecommunication systems; or experience in managing/coordinating major computer or telecommunication projects. At least one year of the required specialized experience must have been at the fully competent level comparable to the Data Processing Systems Analyst IV level in State government.

Supervisory Experience: Experience in programs that used information processing or telecommunications technology which included: 1) planning and directing the work of other analysts; 2) assigning and reviewing their work; 3) advising them on difficult and complex problem areas; 4) training and developing them; and 5) timing and scheduling their work.

Managerial Experience: Experience which involved managing a program of information processing and/or communication services. Such work must have involved planning and implementing a program or sub-program and included supervision and coordination of application systems development, computer operations services, the provision of technical staff services and/or telecommunication systems development, maintenance, design, and planning.

*Administrative Aptitude: For the Assistant Administrator, Information and Communication Services class, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems; by the completion of educational or training courses in the areas of management accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

For the class, Information and Communication Services Administrator, one (1) year of experience comparable to that of the State's Assistant Administrator, Information and

Communication Services level, which included responsibility for planning, organizing, managing, and directing all aspects of a major segment, consisting of two or more branches, of the State's central information processing and communications program is required.

Alternatively, this experience requirement may have been met by two (2) years of any other managerial/administrative data processing and/or telecommunications experience comparable to that gained by serving as the head of a branch in the State's central computer and/or telecommunications agency or the head of systems development and computer services for a department. Such experience must have included overall technical guidance and leadership and the responsibility for planning, directing and coordinating the activities of the assigned operation and active participation in managerial/administrative functions such as 1) program evaluation and analysis; 2) development of the budget and its justification; and 3) policy formulation and implementation.

Substitutions Allowed:

1. Satisfactory completion of all academic requirements for a bachelor's degree in computer science or in management information/management decision science or in another major including completion of coursework comparable to a major in either of these fields from an accredited college or university may be substituted for six (6) months of Specialized Experience.
2. Satisfactory completion of all academic requirements for a master's or doctorate degree in information and computer science or in management information/management decision science from an accredited university may be substituted for one and one-half (1-1/2) years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the classes, ASSISTANT ADMINISTRATOR, INFORMATION AND COMMUNICATION SERVICES (ASST ADMR, INFO AND COMN SVCS); and INFORMATION AND COMMUNICATION SERVICES ADMINISTRATOR (INFORMATION AND COMN SVCS ADMR), which was approved on June 5, 1992.

DATE APPROVED: 5/20/02

/s/ Dawn M.Young
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Director of Human Resources Development